

## **SENIOR CODE INSPECTOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Senior Code Inspector exists is to assure high quality and efficiency of inspections by performing a wide variety of specialized lead worker duties for technical field inspections and the investigation of complaints and violations in the enforcement of City zoning, property maintenance, and environmental safety ordinances and housing safety regulations. Senior Code Inspectors oversee investigations within a geographic area of the City, and are responsible for monitoring and assigning work, training, and schedule coordination of field staff. The Senior Code Inspector is distinguished from the Code Inspector by the performance of more complex work assignments and lead responsibilities. Work involves extensive public contact, and is performed under the general supervision of the Code Enforcement Manager.

### **ESSENTIAL FUNCTIONS**

Acts as technical field inspections lead worker in the investigation of complaints and violations in the enforcement of City zoning, property maintenance, and environmental safety ordinances and housing safety regulations.

Performs field inspections, quality assurance assessments, and investigations for complex cases.

Performs various personnel functions including assigning work, training, and scheduling staff within a geographic area of the City.

Performs various administrative duties and completes special projects and neighborhood plans at the request of the Code Enforcement Manager.

Responds to Mayoral, managerial, and City Council requests for action in a timely manner and provides information regarding code enforcement activity.

Represents the department and division at neighborhood and homeowners' meetings, interdepartmental meetings, and interagency meetings

Writes and reviews inspection reports relating to violations and required compliance with City ordinances and regulations.

Documents efforts to bring property owners into compliance with ordinances, codes, laws, and regulations; reviews and assists in the preparation of case summaries.

Assists the Code Enforcement Manager in preparing monthly production reports.

Assists Code Enforcement Manager in preparing performance evaluations for individual Code Inspectors.

Communicates daily with individual citizens, community organizations, and staff interpreting, analyzing, and resolving difficult neighborhood issues.

Assists Code Enforcement Manager in developing and implementing programs to generate citizen involvement in property maintenance and neighborhood improvement efforts.

Makes quality oral and written presentations of administrative issues and makes recommendations.

Conducts special projects as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:

Small group facilitation and community leadership development

City zoning codes, ordinances, regulations and their procedures and purposes

Housing codes and administrative enforcement principals and practices

City geography

Microsoft Office software applications such as Word, Excel, PowerPoint.

Ability to:

Perform a broad range of lead supervisory responsibilities over others including assigning and reviewing work, and answering technical questions concerning work procedures and day-to-day problems.

Establish and maintain effective working relationships with City officials, co-workers, citizens, and business owners.

Foster and nurture community partnerships.

Operate a variety of standard office equipment, including a personal computer that requires continuous and repetitive arm, hand and eye movement.

Communicate effectively, both orally and in writing, using proper sentence construction, punctuation and grammar.

Work patiently and tactfully with a diverse customer environment

Work in a variety of weather conditions with exposure to the outdoor elements

Read and interpret ordinances, observe conditions, determine compliance, enforce regulations firmly, tactfully, and impartially, communicate in person with the public and staff.

Operate a City vehicle to and from inspection sites/meetings as required.

Quickly adjust to shifts in organizational priorities and goals.

### **Education & Experience**

Any combination of education and experience equivalent to a bachelor's degree in Planning, Criminal Justice, Public or Business Administration or a related field and two years of recent experience in neighborhood preservation and revitalization with a focus on zoning enforcement and code compliance. One year experience as lead worker preferred. Must obtain AACE Certification within one year from date of hire and maintain certification in good standing throughout employment. Obtain and possess a valid Arizona's driver's license with no major citations within the last 39 months.

FLSA Status: Non-exempt

HR Ordinance Status: Classified